

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>FEC-PRY231-002-16</b>
		<b>募集締切日：</b> Closing Date	<b>16 Feb 16</b> 1st Cut-off: 4 Jan 16 2nd Cut-off: 25 Jan 16
		<b>発行日：</b> Date of Issue	<b>10 Dec 15</b>
<b>1.職種名 Job title ( 等級 Grade <u>6</u> / 語学等級 LD <u>3</u> )</b>  <h3 style="text-align: center;">Engineering Technician (General), #384</h3> <p style="text-align: center;">[エンジニアリング専門職 (一般)]</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-4</p> <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">2 名</h2>	<b>4.募集範囲 Area of Consideration</b> I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> Naval Facilities Engineering Command, Far East PWD Yokosuka, Fac Eng and Acquisition Group FSC Mgmt & Facilities Svc Department FSC Division (PRY231)  <b>勤務場所 Working Place: Tomari-cho Yokosuka/ 横須賀市泊町</b>		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( ___ カ月 Months)	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww)</b> 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b>  <h3 style="text-align: center;">See attached list.</h3>			
<b>7.資格要件／身体条件 Qualification/Physical Requirements</b> a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, <b>OR</b> possession of master's degree in a related field. b. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in engineering architectural, mechanical, or electrical engineering field. c. Knowledge of construction practices, cost estimating and facility planning. d. Skill in operating Computer Aided Design (CAD). e. Skill in operating personal computer such as Microsoft Offices suite including Outlook, Word, Excel and Power Point. f. Ability to interpret blueprints and specifications in order to inspect facilities and initiate work order to establish contracts and/or modifications to maintain the new equipment. g. Ability to plan/develop construction design and cost estimate to meet Facility Support Contracts (FSC) specifications. h. Ability to speak read and write English at fluent proficiency level. (LD-3) i. Ability to speak read and write Japanese at native level.  * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-5: a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work, <b>OR</b> completion of 4-year college/university in a related field. 1-4: a. At least one year of clerical, technical, or administrative work experience in any field, or completion of 4-year college/university in any field.  * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
<b>英語力 English Language Proficiency：</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <span style="float: right;">Exceptional</span>			
<b>学歴 Educational Background：</b> See blocks 7 & 8		<b>免許証／修了証 License/Certificate Required：</b> 7/8 欄参照 See blocks 7 & 8	



## **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

### **TASK LIST ENGINEERING TECHNICIAN (GENERAL) MLC 1-6, #384**

This position is located in the Public Works Department Yokosuka, Facility Engineering and Acquisition Division (FEAD). The FEAD provides contractual procurement and administrative services for U.S. Navy, Marine Corps, and other government appropriated and non-appropriated fund activities. These contracts involve construction, repair, maintenance, engineering, and design services encompassing all engineering disciplines, including safety and environmental requirements. The incumbent coordinates with Engineering Technicians and Subject Matter Experts to arrive at mutually satisfactory approaches and solutions to the development of Facility Support Contracts (FSC). The incumbent independently selects, interprets and applies standard guidelines, while modifying, adapting, and making compromises to meet the requirements of each assigned projects. Additionally, the incumbent exercises self-judgment in the design of new specifications. This position reports directly to the FSC Branch Head.

#### **1. DEVELOP FSC CONTRACT PACKAGES**

- a. Prepares performance-based Facility Support Contracts (FSC) specifications, technical plans and drawings conforming to U.S. Codes, Japanese Laws, and NAVFAC directives. Prepares modification packages required to support operation, maintenance and repair of shore facilities. Determines performance standards and qualification requirements (i.e. licenses and permits) for each project to conform to Japanese laws and regulations.
- b. Develops detailed Independent Government Estimates for FSC projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Information is critical for the evaluation of contractor bids. Reviews and analyzes contractor's proposed prices and provides the Contracting Officer an evaluation for acceptability.
- c. Obtains, selects, compiles, translates, and presents technical and scientific information, in both English and Japanese, regarding developments in engineering techniques pertaining to projects, and plans being developed by the FEAD.
- d. Prepares performance evaluation plans in accordance with NAVFAC policy.

#### **2. SUPPORTS FSC CONTRACT ADMINISTRATION/OTHER**

- a. Reviews contractor's submittals for proposed materials to be used and shop drawings and provides the Contracting Officer with recommendations and comments for approval/disapproval.

- b. Serves as member of Technical Evaluation Boards for FSCs that establishes technical selection criteria. Upon receipt of contractor proposals, evaluates the proposal against the established criteria to determine which contractor is best qualified to perform the desired work.
- c. Reviews and translates in English and Japanese such written materials as codes, standards, regulations criteria, reports, etc., requires as reference documents to support the developments, design and preparation of specifications and drawing.
- d. Assists in maintaining a library of technical standards, procedures, and reference documents for use in specification writing and as engineering design references.
- e. Performs other duties as assigned by higher authority.

“Language Requirement”

Japanese Language at native level is required to translate technical/scientific information, laws, codes, instructions, etc. from English to Japanese and vice versa in order to prepare specifications, technical plans and drawings.